

Updated: 05/01/2017

General Information

Task	Process Information
How to Find the Buyer Assigned to your Requisition (<u>after</u> the PO has been issued by DPCGA)	<p>When a requisition is created, the buyer is not immediately assigned. A requisition will have a buyer assigned if/when:</p> <ul style="list-style-type: none"> The requisition is fully approved and A contract and/or purchase order is created by Purchasing (DPCGA). <p>If the requisition is never approved, or is cancelled, a buyer is not assigned.</p>

GEARS Navigation

Main Menu > eProcurement > Manage Requisitions	<div> <div>Favorites ▾</div> <div>Main Menu ▾ > eProcurement ▾ > Manage Requisitions</div> </div>
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS																																																																								
1.	<p>Enter desired search criteria such as:</p> <ul style="list-style-type: none">• Business Unit -- MDJUD• Requisition ID• Request Status -- PO(s) Created, PO(s) Dispatched, PO(s) Canceled, Received• Date From/To• Requester <p>Then click the Search button.</p>	<p>Manage Requisitions</p> <div><p>▼ Search Requisitions</p><p>To locate requisitions, edit the criteria below and click the Search button.</p><div><div>Business Unit MDJUD</div><div>Requisition ID</div><div>Date From</div><div>Requester COLLEEN.CANTLER</div><div>Requisition Name</div><div>Request State All but Complete</div><div>Date To 02/16/2017</div><div>Entered By</div><div>Budget Status</div><div>PO ID</div></div><div><div>Search</div><div>Clear</div><div>Show Advanced Search</div></div></div> <p>Requisitions ?</p> <p>To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</p> <table><thead><tr><th>Req ID</th><th>Requisition Name</th><th>BU</th><th>Date</th><th>Request State</th><th>Budget</th><th>Total</th><th></th></tr></thead><tbody><tr><td>▶ 0000005636</td><td>AY17 Sharp Maint. Review</td><td>MDJUD</td><td>02/15/2017</td><td>Pending</td><td>Valid</td><td>10,000.00 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005602</td><td>AY17 JIS 138C Charles C...</td><td>MDJUD</td><td>09/22/2016</td><td>Canceled</td><td>Valid</td><td>0.00 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005567</td><td>AY17 JIS 156 Balt.City ...</td><td>MDJUD</td><td>09/14/2016</td><td>Approved</td><td>Valid</td><td>100,000.00 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005565</td><td>AY17 JIS 127C-W Wic CO</td><td>MDJUD</td><td>09/14/2016</td><td>PO(s) Created</td><td>Valid</td><td>49,190.38 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005563</td><td>AY17 JIS 127C-D Dor CO</td><td>MDJUD</td><td>09/14/2016</td><td>PO(s) Dispatched</td><td>Valid</td><td>28,413.15 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005560</td><td>AY17 Active RCS Licenses</td><td>MDJUD</td><td>09/13/2016</td><td>PO(s) Dispatched</td><td>Valid</td><td>63,781.25 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005544</td><td>AY17 Citrix Renew SF & Xen</td><td>MDJUD</td><td>09/08/2016</td><td>PO(s) Dispatched</td><td>Valid</td><td>48,876.50 USD</td><td>[Select Action] Go</td></tr><tr><td>▶ 0000005542</td><td>JIS 133C JIS 1st Floor ...</td><td>MDJUD</td><td>09/07/2016</td><td>PO(s) Dispatched</td><td>Valid</td><td>7,211.78 USD</td><td>[Select Action] Go</td></tr></tbody></table>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		▶ 0000005636	AY17 Sharp Maint. Review	MDJUD	02/15/2017	Pending	Valid	10,000.00 USD	[Select Action] Go	▶ 0000005602	AY17 JIS 138C Charles C...	MDJUD	09/22/2016	Canceled	Valid	0.00 USD	[Select Action] Go	▶ 0000005567	AY17 JIS 156 Balt.City ...	MDJUD	09/14/2016	Approved	Valid	100,000.00 USD	[Select Action] Go	▶ 0000005565	AY17 JIS 127C-W Wic CO	MDJUD	09/14/2016	PO(s) Created	Valid	49,190.38 USD	[Select Action] Go	▶ 0000005563	AY17 JIS 127C-D Dor CO	MDJUD	09/14/2016	PO(s) Dispatched	Valid	28,413.15 USD	[Select Action] Go	▶ 0000005560	AY17 Active RCS Licenses	MDJUD	09/13/2016	PO(s) Dispatched	Valid	63,781.25 USD	[Select Action] Go	▶ 0000005544	AY17 Citrix Renew SF & Xen	MDJUD	09/08/2016	PO(s) Dispatched	Valid	48,876.50 USD	[Select Action] Go	▶ 0000005542	JIS 133C JIS 1st Floor ...	MDJUD	09/07/2016	PO(s) Dispatched	Valid	7,211.78 USD	[Select Action] Go
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2.

Click the Expand button to view the Requisition Lifespan.



Then click on the link.

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000005636	AY17 Sharp Maint. Review	MDJUD	02/15/2017	Pending	Valid	10,000.00 USD	[Select Action]	Go
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Requester Colleen Cantler
Pre-Encumbrance Balance

Entered By Colleen Cantler
0.00 USD

Priority High

Requisition

Approvals

Inventory

Purchase Orders

Change Request

Receiving

Returns

Invoice

Payment

Request Lifespan:

Line Information

Personalize | Find | 1 of 1 | Last

Line	Description	Status	Price	Quantity	UOM	Vndr Name	
1	JIS 127C-D - Dorchester Coun...	PO Dispatched	28413.15000 USD		1.0000 AMT		X

3.

On the next page, view the Buyer's Name associated with the PO/Requisition.

Favorites Main Menu > eProcurement > Manage Requisitions

ORACLE

Business Unit MDJUD

Requisition information Find | View All First 1 of 1 Last

Requisition ID 0000005563 Line Number 1

PO information Find | View All First 1 of 1 Last

PO Number 0000059278 Buyer ALISHA ALLMOND Change Order

PO Date 09/20/2016 Vendor ID 0000005760 Terms NET00 PO Status Dispatched

Lines Personalize | Find | View All | 1 of 1 | Last

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		JIS 127C-D - Dorchester County Circuit Court - Change Order	28,413.15 USD	AMT	1.0000	Approved	

Return to Manage Requisitions



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.